

# **3 FAH-1 H-1000 GENERAL**

## **3 FAH-1 H-1100 INTRODUCTION**

### **3 FAH-1 H-1110 DEVELOPMENT OF NEW AND REVISED PERSONNEL ISSUANCES**

*(TL:POH-58; 12-17-1999)*

#### **3 FAH-1 H-1111 PURPOSE**

*(TL:POH-58; 12-17-1999)*

*(State Only)*

*(Applies to Civil Service and Foreign Service Employees)*

This subchapter defines the responsibilities of offices and individuals assigned to develop, draft, clear, coordinate, and prepare for publication new and revised material for:

- (1) Volume 3 of the *Foreign Affairs Manual* (3 FAM);
- (2) *Foreign Affairs Handbooks* in the 3 FAH series;
- (3) Other volumes of the FAM containing personnel related issuances;  
and
- (4) Other personnel issuances.

#### **3 FAH-1 H-1112 DEFINITIONS**

##### **3 FAH-1 H-1112.1 Foreign Affairs Manual and Foreign Affairs Handbook**

*(TL: POH-58; 12-17-1999)*

*(State Only)*

*(Applies to Civil Service and Foreign Service Employees)*

For purpose of this subchapter the terms *Foreign Affairs Manual* and *Foreign Affairs Handbook* are defined in 2 FAM 1113.

### 3 FAH-1 H-1112.2 Other Definitions

(TL: POH-58; 12-17-1999)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

a. **Directive**—A written communication that establishes and prescribes the organization, policies, regulations, or procedures that provide an official basis of operation. Most directives are commonly referred to as regulations. (See 2 FAM 1113.)

b. **Directives Management (DIR)**—For purposes of this subchapter Directives Management or DIR mean *A/RPS/DIR*.

c. **Personnel issuances**—Volume 3 of the *Foreign Affairs Manual*, handbooks issued in the 3 FAH series of the *Foreign Affairs Handbooks*, related material in other volumes of the FAM and FAH (e.g., 1 FAM 230), and appropriate parts of title 22, Code of Federal Regulations.

d. **Uniform issuances**—Any chapter or subchapter of the FAM or FAH that applies to more than one *foreign affairs* agency.

### 3 FAH-1 H-1113 REGULATORY REQUIREMENTS

(TL: POH-58; 12-17-1999)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

a. The issuance of all Department directives is governed by regulations published in 2 FAM 1110. Should conflict arise, those regulations take precedence over the procedures in this subchapter. Those regulations:

(1) Provide that “all written communications that establish and prescribe the organization, policies, regulations, or procedures that provide an official basis of operations must with certain exceptions approved by Directives Management have their basis in the *Foreign Affairs Manual*;

(2) Requires that all guidelines, internal or standard operating procedures, which in any way involve the function of other bureaus, offices, or staffs must be submitted to *A/RPS/DIR* for analysis, editing, and approval prior to publication, and that *A/RPS/DIR*’s determination that a proposed issuance must be published in the FAM or FAH is final and binding; and

(3) Prohibits the use of Department Notices, memoranda, or telegrams to establish or modify regulations unless the actual regulation has been submitted to *A/RPS/DIR* for publication. *A/RPS/DIR* approves such use on a case-by-case basis. Such use extends for 90 days only and is not subject to renewal. (See 2 FAM 1115.2.)

b. As a general rule, *A/RPS/DIR* will not approve the issuance of internal or standard operating procedures or Department Notices that seek to regulate (either directly or indirectly) the functions of another office, bureau, or post (even with the affected unit's clearance). Department policy requires that such material must be published in either the FAM or FAH in order to have regulatory force and effect.

## **3 FAH-1 H-1114 OBLIGATIONS TO DEAL WITH UNIONS**

(TL: POH-58; 12-17-1999)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

a. Federal *labor management relations* policy requires that management representatives of the Department consult and bargain as appropriate with exclusively organized labor organizations (unions) of the Department with respect to conditions of employment of employees. This includes personnel policies, practices, and matters affecting working conditions. Regulations and practices pertaining to allowances, travel, *per diem*, tour of duty, leave, etc., are considered personnel policies or practices.

b. Regulations covering *labor-management relations* are published in 3 FAM 5000.

## **3 FAH-1 H-1115 RESPONSIBILITIES**

### **3 FAH-1 H-1115.1 Chief Labor Management Negotiator**

(TL: POH-58; 12-17-1999)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

The Office of the Chief Labor Management Negotiator (DGP/PC/LM) is responsible for providing Departmental guidance on the requirements for union consultation and bargaining, and for conducting consultation and bargaining on matters that apply *Department-wide* or across bureau lines, such as the directives of the *Foreign Affairs Manual*. Where new policies or changes in policies and practices will apply only at bureau or lower organizational levels, management officials at those levels are responsible for ensuring that appropriate consultation and bargaining is accomplished after conferring with, or through, DGP/PC/LM. The office of DGP/PC/LM will provide guidance in these instances.

## 3 FAH-1 H-1115.2 Regulations Coordinator

### 3 FAH-1 H-1115.2-1 Responsibilities

(TL: POH-58; 12-17-1999)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

a. Periodically reviews the structure of 3 FAM and 3 FAH to determine if modifications are appropriate. If it is necessary to recommend such changes, the *regulations coordinator* will work with *the* Directives Management Staff and *bureau management* to develop, obtains approval for, and implements those changes.

b. Periodically reviews the text of 3 FAM and 3 FAH, and other personnel issuances to identify material that appears to be outdated or that otherwise requires review or modification.

c. Informs the appropriate responsible offices about personnel issuances that have been identified as requiring review or revision.

d. Consults with office directors or other PER staff (when appropriate) to develop a timetable for the revision of current personnel issuances and the preparation of new material for publication in the FAM or FAH.

e. Obtains (or maintains) the current text of existing 3 FAM and 3 FAH issuances in electronic format where possible and provides that text to the responsible office for review and revision.

f. Obtains a draft revised or new text from the responsible office or prepares such a draft from material provided by that office and submits it for review by the director of that office.

g. Reviews draft issuances to:

(1) Identify and remove conflicting, incorrect, or irrelevant information;

(2) Assure clarity of presentation, adequacy of detail, and conformity with appropriate format and style;

(3) Assure that the draft has received all appropriate clearances within the bureau; and

(4) Assure that citations of law, regulations, and other publications are correct and that the proposed text does not conflict with them.

h. Obtains clearances for uniform issuances from the appropriate office (designated by the agency) of participating *foreign affairs* agencies and actively assists those agencies and their designated responsible offices to resolve substantive differences.

- i. Obtains the required pre-publication:
  - (1) Review by *A/RPS/DIR* and *provided an advance copy*;
  - (2) Clearance from the Office of Legal Adviser (*L/MP*); and
  - (3) Review by the Office of Inspector General (OIG/PPM) as required by 2 FAM 1112.4.
- j. Submits final drafts of cleared regulations to the Office of the Chief Labor Management Negotiator (DGP/PC/LM) for any appropriate union consultations and negotiations and maintains the approved text of that draft, together with any revisions resulting from those consultations or negotiations.
- k. Prepares the final copy of the text, a draft of language to be included in the transmittal letter, background information (when necessary), and the publication memorandum for the signature of the Director, Office of Employee Relations and the appropriate Deputy Assistant Secretary of Personnel.
- l. Transmits the publication memorandum, draft of language to be included in the transmittal letter, approved text, and a copy of the revised text in electronic format (by disk or e-mail) to *A/RPS/DIR* for publication.
- m. Reviews the printed text to assure that it accurately reflects the text submitted for publication.
- n. Serves as the agency Volume Coordinator for 3 FAM and its related handbooks.
- o. Serves as liaison between the *bureau* and *A/RPS/DIR* for all FAM or FAH submissions and developments.

### **3 FAH-1 H-1115.2-2 Drafting or Revising Regulations**

(TL: POH-58; 12-17-1999)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

When it is deemed appropriate due to the necessity for quick action, volume of work, or for the sake of uniformity, the *regulations coordinator* may write or revise draft FAM or FAH issuances based on material furnished by the appropriate responsible office. In such cases, the *regulations coordinator* will:

- (1) Consult the designated contact person within such responsible office when any material is unclear; *and*

(2) Submit the draft to the appropriate responsible office for any necessary revision and clearance within the *bureau* prior to submission for other clearances, review, and publication.

### **3 FAH-1 H-1115.3 Responsible Offices**

#### **3 FAH-1 H-1115.3-1 List of Responsible Offices**

(TL: POH-58; 12-17-1999)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

a. The 3 FAH-1 H-1115 Exhibit H-1115.3-1 provides a list of offices or bureaus with primary responsibility for each chapter or subchapter (as appropriate) of 3 FAM and 3 FAH-1.

b. The 3 FAH-2, *Foreign Service National Handbook*, is the responsibility of the Office of Overseas Employment (PER/OE).

#### **3 FAH-1 H-1115.3-2 Primary Responsibility for Accuracy of Issuance**

(TL: POH-37; 10-16-1997)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

Offices and bureaus listed in 3 FAH-1 H-1115 Exhibit H-1115.3-1 are responsible for ensuring that personnel issuances relevant to their substantive authority and operating responsibility are accurate and up-to-date, and for drafting new or revised personnel issuances when necessary.

#### **3 FAH-1 H-1115.3-3 Steps to be Followed by Responsible Offices in Preparing New or Revised Issuances**

(TL: POH-58; 12-17-1999)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

a. Discuss the proposed new or revised issuance with the *regulations coordinator* and obtain the existing text (if any) in electronic format.

b. Obtain the assistance of other PER offices, which have responsibility for one or more sections of the proposed new or revised directive.

c. Draft proposed text and integrate any material furnished by other offices or bureaus following the specifications provided by the *regulations coordinator* (or review and revise the text furnished by the *regulations coordinator*).

d. Discuss the draft with those offices or individuals whose comments or contributions will assist in the formulation of the proposed issuance or whose responsibilities will be affected by it.

e. Prepare a "*change sheet*" which highlights the changes, additions, or deletions in the new or revised text. This *change sheet* will be used in the review and clearance process and in preparing the transmittal letter.

f. Prepare any appropriate background and justification for the proposed directive.

g. Obtain working level clearances from appropriate offices and bureaus in the Department *to include in package that is forwarded to regulations coordinator*.

h. (For Uniform Issuances Only) obtain working level clearances from appropriate working level offices in the participating *foreign affairs* agencies.

i. Obtain final written clearance from the *office director* and the appropriate Deputy Assistant Secretary for Personnel (or officers of equivalent rank when the draft is prepared outside the Bureau of Personnel).

### **3 FAH-1 H-1115.3-4 Material Which Must be Submitted to the Regulations Coordinator**

(TL: POH-58; 12-17-1999)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

When requesting publication of a new or revised draft, the responsible office must furnish the following material to the *regulations coordinator*.

(1) A clean typed copy of the **cleared** draft, which complies with the format specification supplied by the *regulations coordinator*;

(2) A *personal computer (PC)* disk or e-mail copy of the text of the new or revised draft;

(3) A statement of what agencies and employees (i.e., Foreign Service *only*, Civil Service *only*, Foreign Service and Civil Service, etc.) each numbered paragraph of the proposed draft will apply to;

(4) A list of all clearances received;

(5) Any appropriate background information;

(6) A change sheet summarizing changes, additions, or deletions; *and*

(7) The name, offices address, and telephone number of the individual responsible for drafting the text.

## **3 FAH-1 H-1116 USE OF OTHER MEDIA TO ISSUE REGULATIONS**

### **3 FAH-1 H-1116.1 Telegrams and Department Notices**

(TL: POH-58; 12-17-1999)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

a. Telegrams and Department Notices may be used to issue a personnel directive **only**:

(1) In an emergency; and

(2) With the prior approval of DGP/PC/LM, the appropriate legal adviser, the *regulations coordinator*, and DIR.

All such communications (including any changes in regulations contained in the material) expire 90 days after the date of issuance.

b. The responsible office must provide the telegram or Department Notice to DGP/PC/LM, the appropriate legal adviser, and the *regulations coordinator*, and DIR with a completed, cleared, draft of the text in proper FAM format at the same time as the draft Department Notice or *telegram* is presented for approval.

### **3 FAH-1 H-1116.2 State Magazine**

(TL: POH-58; 12-17-1999)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

Articles in *the State Magazine* may not be used to issue new or revised personnel policies or regulations. However, such articles may be used to publicize such policies, regulations, or procedures once they have been submitted to DIR for publication in the appropriate FAM or FAH.

### **3 FAH-1 H-1116.3 Publication of Negotiated Agreements**

(TL: POH-58; 12-17-1999)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

Copies of signed negotiated agreements between the Department and unions may be issued by Department Notice or *telegram*.



## **3 FAH-1 H-1117 GUIDELINES AND ASSISTANCE**

### **3 FAH-1 H-1117.1 FAM and Related FAH Issuances**

*(TL: POH-58; 12-17-1999)*

*(State Only)*

*(Applies to Civil Service and Foreign Service Employees)*

a. Issuances in *the 3 FAH-1, Personnel Operations Handbook*, will bear the same subchapter numbers as the 3 FAM subchapter to which they are related.

b. When practicable, any related draft FAH issuance must be forwarded for clearance and publication at the same time.

### **3 FAH-1 H-1117.2 Guidelines and Specifications for Preparation of Draft**

*(TL: POH-58; 12-17-1999)*

*(State Only)*

*(Applies to Civil Service and Foreign Service Employees)*

a. The *regulations coordinator* will provide guidance and assistance to the drafting office in preparing and obtaining working level clearances of drafts when requested.

b. At the time offices first consult with the *regulations coordinator* concerning the preparation of a new or revised draft regulation, he or she will provide guidance on format and other specifications.

## **3 FAH-1 H-1118 THROUGH H-1119 UNASSIGNED**

# 3 FAH-1 H-1115 Exhibit H-1115.3-1

## LIST OF OFFICES OR BUREAUS WITH PRIMARY RESPONSIBILITY FOR VOLUME 3 OF THE FAM AND FAH

(TL:POH-58; 12-17-1999)

(State Only)

(Applies to Civil Service and Foreign Service Employees)

Unless otherwise noted, the *office* or *bureau* responsible for a *chapter* or *subchapter* of Volume 3 of the FAM is also responsible for the corresponding *chapter* or *subchapter* of the 3 FAH-1, *Personnel Operations Handbook*.

Chapter/Subchapter	Bureau/Office
<b>3 FAM 1000 General</b>	
<b>3 FAM 1100 Introduction</b>	<b>PER/ER</b>
<b>3 FAM 1200 Personnel Policy and Objectives</b>	<b>M/DGP/PC*</b>
<b>3 FAM 1300 Personnel Responsibilities</b>	
3 FAM 1310 Responsibilities for Personnel Administration	M/DGP/PC*
3 FAM 1320 The Board of the Foreign Service	M/DGP*
3 FAM 1330 Customer Treatment	PER/CSP
3 FAM 1340 <i>Nepotism ** See 3 FAM 1300 Appendix A</i>	PER/CDA
<b>3 FAM 1400 Arrangements for Senior &amp; Presidential Appointees</b>	<b>PER/CDA</b>
<b>3 FAM 1500 Equal Employment Opportunity</b>	<b>S/EEOCR</b>
<b>3 FAM 1900 Medical &amp; Health Programs **</b>	
<i>Also see 3 FAM 1900 Appendix A and B</i>	<b>M/DGP/MED</b>
<b>3 FAM 2000 Personnel Operations</b>	
<b>3 FAM 2100 Employment</b>	
3 FAM 2110 Drug Free Workplace Program	DGP/MED
3 FAM 2120 Employment (FS only)	PER/REE
3 FAM 2130 Reemployment (FS only)	PER/REE
<b>3 FAM 2200 Appointment</b>	
3 FAM 2210 Appointment (FS only)	PER/REE
3 FAM 2220 Personnel Security	PER/CSP
3 FAM 2230 Categories of Foreign Service Personnel	PER/RMA

## Continuation—3 FAH-1 H-1115 Exhibit H-1115.3-1

3 FAM 2240	Foreign Service Officer Career Candidate Program	PER/PE
3 FAM 2250	Foreign Service Specialist Career Candidate Program	PER/PE
3 FAM 2260	The Senior Foreign Service Officer Career Candidate Program	PER/PE
3 FAM 2270	Senior Executive Service Merit Staffing	PER/CSP
<b>3 FAM 2300</b>	<b>Employment and Promotion</b>	
3 FAM 2310	Merit Promotion and Placement Program	PER/CSP
3 FAM 2320	Promotion of Members of the Foreign Service	PER/PE
3 FAM 2330	Scheduling Work	PER/ER
3 FAM 2340	Personnel Actions	PER/EX
3 FAM 2350	Personnel Records	PER/EX
3 FAM 2360	<i>Telecommuting</i>	<i>PER/ER</i>
<b>3 FAM 2400</b>	<b>Assignment</b>	
3 FAM 2410	Assignments and Details	PER/CSP
3 FAM 2420	Foreign Service Assignment & Transfer	PER/CDA
3 FAM 2430	Commissions, Titles, and Rank	PER/CDA
3 FAM 2440	Curtailment	PER/ER
<b>3 FAM 2500</b>	<b>Separations</b>	
3 FAM 2510	Separation	PER/CSP & PER/CDA
3 FAM 2520	Termination of <i>Certain</i> Foreign Service Appointments	PER/CDA
3 FAM 2530	Reduction in Force—Civil Service	PER/CSP
3 FAM 2540	Reduction in Force—Procedures for the Senior Executive Service	PER/CSP
3 FAM 2550	Resignations and Deaths	PER/CDA
3 FAM 2560	Military Furlough and Separation for Military Service	PER/ER
3 FAM 2570	Furloughs	PER/ER
3 FAM 2580	Reduction in Force—Foreign Service	PER/RMA
<b>3 FAM 2600</b>	<b>Classification and Pay Administration</b>	
3 FAM 2610	Position Management	<i>PER/RMA</i>
3 FAM 2620	Foreign Service Skill Code System	PER/CDA
3 FAM 2630	Position Classification	<i>PER/RMA</i>
3 FAM 2640	Position Classification Appeals	PER/RMA

## Continuation—3 FAH-1 H-1115 Exhibit H-1115.3-1

3 FAM 2650	<i>Foreign Service Conversion Program **</i>	PER/CDA
<b>3 FAM 2700</b>	<b>Training</b>	
3 FAM 2710	General Training Policies	M/FSI
3 FAM 2720	Training for Professional Development	M/FSI
3 FAM 2730	Foreign Language Training	M/FSI
3 FAM 2740	Training of Family Members	M/FSI
3 FAM 2750	Executive Development Program	PER/CSP
3 FAM 2760	Career SES Sabbatical Program	PER/CSP
3 FAM 2770	Upward Mobility Program **	PER/CSP
3 FAM 2780	Civil Service Employee Development Programs **	PER/CSP
3 FAM 2790	<i>Functional Specialization Program</i>	PER/CDA
<b>3 FAM 2800</b>	<b>Performance Management</b>	
3 FAM 2810	Personnel Evaluation	PER/PE
3 FAM 2820	Performance Appraisal System for GS and Prevailing Rate Employees	PER/CSP
3 FAM 2830	Performance Appraisal Plan for the SES	PER/CSP
3 FAM 2840	SES Recertification Program	PER/CSP
3 FAM 2850	SFS Recertification Program	PER/PE
3 FAM 2860	CS Employee Development Programs	PER/CSP
3 FAM 2870	SFS Performance Pay and Presidential Awards	PER/PE
<b>3 FAM 2900</b>	<b>Career Transition Assistance for Surplus and Displaced Employees</b>	
3 FAM 2910	<i>Career Transition Assistance—General Provisions</i>	PER/CSP
3 FAM 2920	<i>Career Transition Assistance</i>	PER/CSP
3 FAM 2930	<i>Special Selection Priority for the Department's Local Surplus or Displaced Employees</i>	PER/CSP
3 FAM 2940	<i>Reemployment Priority List</i>	PER/CSP
<b>3 FAM 3000</b>	<b>Pay, Benefits and Allowances (Not in H)</b>	
<b>3 FAM 3100</b>	<b>Compensation</b>	<b>PER/RMA</b>
3 FAM 3110	<i>Pay Limitations</i>	PER/RMA
3 FAM 3120	<i>Foreign Service and Civil Service Salaries</i>	PER/RMA
3 FAM 3130	<i>Premium Compensation</i>	PER/RMA

## Continuation—3 FAH-1 H-1115 Exhibit H-1115.3-1

3 FAM 3140	<i>Communications Differential for Office Management Specialist</i>	PER/RMA
3 FAM 3150	<i>Special Pay Provisions for Special Agents in the Diplomatic Security Service</i>	PER/RMA
3 FAM 3160	<i>Federal Wage System (FWS)</i>	PER/RMA
3 FAM 3170	<i>Language Incentive Pay</i>	M/DGP/PC
3 FAM 3180	<i>Recruitment and Relocation Bonuses and Retention Allowances</i>	PER/RMA
<b>3 FAM 3200</b>	<b>Allowances</b>	
3 FAM 3210	<i>Allowances-General</i>	PER/ER
3 FAM 3220	<i>Living Quarters Allowance</i>	PER/ER
3 FAM 3230	<i>Cost of Living Allowances</i>	PER/ER
3 FAM 3240	<i>Representation Allowances</i>	PER/ER
3 FAM 3250	<i>Official Residence Expenses</i>	PER/ER
3 FAM 3260	<i>Post Differential</i>	PER/ER
3 FAM 3270	<i>Danger Pay Allowance</i>	PER/ER
3 FAM 3280	<i>Advance of Pay Upon Assignment to a Post in a Foreign Area</i>	PER/ER
3 FAM 3290	<i>Physicians Comparability Allowances</i>	M/DGP/MED
<b>3 FAM 3300</b>	<b>Leave Administration</b>	PER/ER
<b>3 FAM 3400</b>	<b>Paid Leave</b>	PER/ER
<b>3 FAM 3500</b>	<b>Unpaid Leave</b>	PER/ER
3 FAM 3510	<i>Leave Without Pay</i>	PER/ER
3 FAM 3520	<i>Absence Without Official Leave (AWOL)</i>	PER/ER
3 FAM 3530	<i>The Family and Medical Leave Act of 1993</i>	PER/ER
<b>3 FAM 3600</b>	<b>Benefits</b>	
3 FAM 3610	<i>Federal Employees Health Benefits Program</i>	PER/ER
3 FAM 3620	<i>Federal Employees Group Life Insurance Program</i>	PER/ER
3 FAM 3630	<i>Workers' Compensation Program</i>	PER/ER
3 FAM 3640	<i>Unemployment Compensation</i>	PER/ER
3 FAM 3650	<i>Death Gratuity</i>	PER/ER
<b>3 FAM 3700</b>	<b>Travel</b>	
3 FAM 3710	<i>Medical Travel</i>	DGP/MED
3 FAM 3720	<i>R &amp; R Travel</i>	PER/ER
3 FAM 3730	<i>Visitation Travel</i>	PER/ER
3 FAM 3740	<i>Emergency Visitation Travel</i>	PER/ER
3 FAM 3750	<i>Travel of Children of Separated Parents</i>	PER/ER

## Continuation—3 FAH-1 H-1115 Exhibit H-1115.3-1

3 FAM 3760	Travel Messages	PER/CDA
<b>3 FAM 4000</b>	<b>Employee Relations</b>	
<b>3 FAM 4100</b>	<b><i>Employee Responsibility and Conduct</i></b>	<b>L</b>
3 FAM 4110	<i>General Information</i>	L
3 FAM 4120	<i>Employee Responsibilities Abroad</i>	L
3 FAM 4130	<i>Standards for Appointments and Continued Employment</i>	PER/REE
3 FAM 4140	<i>Guidelines for Personnel Taken Hostage</i>	L
3 FAM 4150	<i>Compliance with the Financial Disclosure Requirements of the Ethics in Government Act of 1978</i>	L
3 FAM 4160	<i>Employee Consultation Service</i>	L
3 FAM 4170	<i>Official Clearance of Speaking, Writing, and Teaching</i>	L
3 FAM 4190	<i>Fiscal Irregularities</i>	L
<b>3 FAM 4200</b>	<b>Standards of Conduct for Former Employees</b>	<b>L</b>
<b>3 FAM 4300</b>	<b>Disciplinary Action (Including Separation for Cause) FS Only</b>	<b>PER/ER</b>
<b>3 FAM 4400</b>	<b>Foreign Service Grievance</b>	<b>PER/G</b>
<b>3 FAM 4500</b>	<b>Civil Service Disciplinary Actions</b>	<b>PER/ER</b>
<b>3 FAM 4600</b>	<b>Appeals of Adverse Actions</b>	<b>PER/ER</b>
<b>3 FAM 4700</b>	<b>Grievances-Civil Service</b>	<b>PER/G</b>
<b>3 FAM 4800</b>	<b><i>Department Awards Program</i></b>	<b>PER/PE</b>
<b>3 FAM 5000</b>	<b>Labor Management Relations</b>	<b>DGP/PC/LM</b>
<b>3 FAM 6000</b>	<b>Retirement</b>	<b>PER/RCT</b>
<b>3 FAM 6100</b>	<b><i>Foreign Service Retirement and Disability System and Foreign Service Pension System</i></b>	<b>PER/RCT</b>
<b>3 FAM 6200</b>	<b><i>Mandatory Retirement</i></b>	<b>PER/PE</b>
<b>3 FAM 7000</b>	<b>Foreign Service National Personnel</b>	<b>PER/OE</b>
<b>3 FAM 7100</b>	<b><i>General</i></b>	<b>PER/OE</b>
<b>3 FAM 7200</b>	<b><i>FSN Employee Recruitment and Employment</i></b>	<b>PER/OE</b>

## **Continuation—3 FAH-1 H-1115 Exhibit H-1115.3-1**

<b>3 FAM 7300</b>	<b><i>Foreign Service Nationals (FSN) Compensation</i></b>	<b><i>PER/OE</i></b>
<b>3 FAM 7400</b>	<b><i>FSN Employee Attendance and Leave</i></b>	<b><i>PER/OE</i></b>
<b>3 FAM 7500</b>	<b><i>FSN Position Classification and Pay Administration</i></b>	<b><i>PER/OE</i></b>
<b>3 FAM 7600</b>	<b><i>FSN Employee Performance Evaluation Incentive Awards, and Training</i></b>	<b><i>PER/OE</i></b>
<b>3 FAM 7700</b>	<b><i>FSN Employee Benefits, Disciplinary Actions, Separations, and Reemployment</i></b>	<b><i>PER/OE</i></b>
<b>3 FAM 8000</b>	<b>Overseas Employment Programs</b>	<b>PER/OE</b>
<b>3 FAM 8200</b>	<b>Family Member Appointments</b>	<b>PER/OE</b>

*\*With regulations coordinator*

*\*\*Subchapter not published though responsible office exist*